

Campus Safety Committee Meeting Minutes

Members

([P] indicates member present at today's meeting)

Employee Represented:

- Tom Bennett (TBe), Civil & Environmental Engineering
- Peter Dusicka (PD), Civil & Environmental Engineering
- Carey Gibbar (CG), Facilities & Property Management, Chair
- Lorenzo Guzman (LG), Office of the Registrar
- Erica Hunsberger (EH), Environmental Health & Safety
- Martha Ketchum (MK), Student Activities and Leadership
- Aaron Landreth (AL), Office of Information Technology
- Phillip Lafrenz (PL), Transportation & Parking Services
- Jeffrey Smith (JS), Diversity & Multicultural Student Services
- Karin Waller (KW), International Affairs
- Carith Wiseman (CW), College of Education

Employer Represented:

- Todd Bauch (TBa), Campus Recreation

- Jack Dorkey (JD), Human Resources
- Sarah Kenney (SKe), Construction & Real Estate
- Shaun Kohn (SKo), Smith Memorial Student Union
- Jeffrey Rook (JR), Environmental Health & Safety
- Leslie Walters (LW), Facilities & Property Management
- Craig Whitten (CWh), Campus Public Safety Office
- Jenna Wilson (JW), Viking Pavilion

Alternate:

Ad Hoc:

- Karen Kraus (KK), Human Resources
- Adam McCary (AM), Environmental Health & Safety
- Sierra Schmidt, Student, Environmental Health & Safety

Meeting Call to Order

Date: 09/11/19

Time: 1:00 pm

Quorum Met: yes

Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)

- Minutes approved as is
- Minutes approved with minor corrections
- Minutes not approved – corrections required
- Minutes not approved – quorum not met

Announcements

(Whom provided by, description of announcement, date of event or impact, if applicable)

- Portal is operated through Banner, but is not live yet; when it goes live it will be available where all the current injury report forms are currently linked
- JD demonstrated the new form: how to use it and explained the system behind it
 - Notifications to the supervisor, EHS, and HR are sent out when the employee has completed the form
- Allows for more information to be recorded eg. HR and EHS can add notes to the report
- Suggestions for Improvement by the Committee
 - Provide an “Other” category under the body part checklist
 - Reword “exact location of injury,” so people do not report the body part injured

Presentations / Discussions

(Whom provided by, description of presentation or discussion, date of event or impact, if applicable)

- Carey: Reach out to Jason Franklin at Campus Planning – TAPS will proceed with this
- Carey: Continue to monitor for emails from the Graduate Student Union regarding committee presence – In-progress

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

August

- An acupuncturist picking up dirty sheets from the floor was punctured by a needle
- An employee was loading items into a pickup truck and injured their knee
- A student employee was exposed to a natural gas leak from an adjoining restaurant
- A temporary laborer was lifting concrete debris and the movement injured their arm

September

- Employee was replacing several faucets and incurred a stress injury in their back, causing them to miss work
- Employee stubbed their toe on the door leading into the FPM office

Non-Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

August

- An employee helping a contractor find the attic in Lincoln Hall hit their head on the cement ceiling as they were ascending stairs
- A staff member pinched their fingers between gate doors in the landscaping yard.

September

- An employee lifting material strained their back

Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected:

Quarter of inspection:

Completed Inspection Review

(Date of inspection, locations inspected, description of inspection findings, description of follow-up or resolutions, if applicable)

- Inspection check sheet is not ready yet, but the building was generally okay apart from normal issues, such as:
 - Seismic bracing, egress pathways, and storage issues

Old Action Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to, description of follow up, date investigated/resolved)

- CG: Reach out to Jason Franklin at Campus Planning – TAPS will proceed with this
- CG: Continue to monitor for emails from the Graduate Student Union regarding committee presence – In-progress

Rounds / New Safety Concerns

(Reported by, description of safety concern, description of committee recommendations, whether follow up is required as an action item)

- PL: Construction workers were potentially smoking outside of SMSU near ventilation which lead into the DRC
 - This was brought to the city's attention and is to be addressed by the city
- KW: Be aware that CPSO unlocks both event rooms and elevators for caterers in KMC for events, which potentially opens up the area for unwanted public access
 - JR: Can isolate elevators by floor to limit access throughout the building
- JS: Employees in Smith are having issues with badge access, should a new request for access be sent out?
 - SKo: An email should be sent out soon, access will need to be re-requested for staff members to access
 - KW: Can request card access report from CPSO to monitor who has access and if their access is expiring
- TBa: There has been five weeks of access control in the exterior doors for the ASRC, and it has come attention that ASRC is 1 of 3

buildings which provide facilities outside of normal student activities (ASRC, Helen Gordan, and Housing)

- o Each building currently has its own access cards which they are giving out, but one person cannot hold three access cards without a database issue thusly access in these buildings is becoming a University issue
- JR: Nothing to report SKo: Working on finalizing fall term hours, restricted evening and weekend hours seems to have created a positive effect on number of CPSO calls regarding SMSU
 - o The southwest stairwell is being remodeled so that it is more difficult for unauthorized individuals to camp out in this spot
- EH: Nothing to report
- AL: Nothing to report
- LG: There has been no noticeable safety issues while moving into FMH, everyone is getting used to the new space
- JD: Nothing to report
- CG: Nothing to report

New Actions Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to)

- CG: Continue to monitor for emails from the Graduate Student Union regarding committee presence

Meeting Adjourned

Time: 1:47 pm

Next Meeting

Date: October 9, 2019

Location: ASRC 210a